

WE are using

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Status of FY-88 Staff Requirements

FROM:

Deputy Director for Employment

EXTENSION

NO.

DATE

19 November 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Associate Deputy Director for Administration

2. 7D24 Hqs.

3.

DDA

4.

5.

ADDA

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Hank,

Attached are the discussion items for the 25 November meeting. Our proposed solution to the three issues are contained in Attachment B and C. If you have any questions prior to the meeting, please do not hesitate to call and we will do our best to clarify the issues of your concern.

1-3 FYI / Comments?

If there is a possibility we should revise our CT number to I'd not be in a hurry to change clerical number. It can be adjusted in 2 months.

[Signature]
Hold for CDD / Staffing
mts E Hy + DA Reps

19 NOV 1987

MEMORANDUM FOR: Associate Deputy Director for Administration
 Associate Deputy Director for Intelligence
 Associate Deputy Director for Operations
 Associate Deputy Director for Science & Technology
 Deputy Comptroller
 Administrative Officer, DCI

FROM: [REDACTED]
 Deputy Director for Employment

SUBJECT: Status of FY-88 Staff Requirements

1. As you know, we continuously analyze our personnel recruitment requirements for the fiscal year to keep abreast of the latest figures and trends in attrition, EOD's, and student conversions. Attachment A shows the Agency Strength and Requirements projections for FY-88; we had [REDACTED] positions to fill this fiscal year. We have hired or scheduled to EOD a total of [REDACTED] people, leaving [REDACTED] positions for the remainder of FY-88. (The numbers are different from earlier memoranda because of changes to attrition, ceiling, and students converting to staff). Attachment B shows a breakdown of these requirements by Directorate and Subcategory. It also shows where Agency strength and requirements stand as of the EOD class of 9 November 1987. Attachment C reflects the EOD plan by Directorate. Attachment D is the proposed EOD schedule for FY-88.

2. Looking at subcategory statistics, we find the following:

Clerical

[REDACTED] of FY-88 requirements are estimated to be for clericals. Of the [REDACTED] clerical/wage personnel we project to need, [REDACTED] have been hired or are scheduled to EOD.

ISSUE: Do we want to change the [REDACTED] figure for clerical requirements?

NO

LEAVE IT ALONE

Career Trainee

The currently stated Career Trainee requirement is [REDACTED]. Limitations on the total number of positions available for the Directorates, however, indicate that the requirement for externally hired CT's should at most be about [REDACTED]. The DO, in particular, is affected by this limitation; projections indicate

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3. The EOD schedule plan in Attachment D is based on current attrition projections. As Directorates meet (or exceed) their requirements for officer/technical personnel, they could face the necessity of using clerical requirements for professional hires. If this is not tenable, the Directorates may only be able to hire additional personnel as attrition brings their totals below Directorate ceiling. We will monitor these totals and keep Directorate management and personnel officers advised.

4. The above discussion concerned the requirements, strength, and EOD projections. The Directorates, in view of the obvious limitations in ceiling, need to focus on the number of people they are interviewing, the number they are placing in HOLD, the number that have already been initiated for employment processing (scheduled for med/poly), and the number that have already been cleared and who may or may not be offered employment. And these numbers should include minority applicants. We know these controlling measures, though necessary, are painful. We are more than willing to discuss how to implement them in the least disruptive manner.

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Next 4 Page(s) In Document Denied